

## SELF-SERVICE CENTER

### INSTRUCTIONS: HOW TO FILL OUT THE JUDGMENT (ORDER) FOR YOUR PATERNITY CASE

#### INFORMATION ABOUT THE JUDGMENT/ORDER

1. Do not complete this court order until you go to the default hearing, or until you and the other party go to trial unless you and the other have agreed to file a Consent to File a Paternity Judgment.
2. The Judgment is the legal document relating to the paternity action. It is important because it determines the rights and responsibilities of both you and the other party. If either party does not follow the terms of the Judgment, then the other party can ask the Court for help.

#### INSTRUCTIONS:

1. When filling out any court forms, type or print clearly using black ink only!
2. Your paternity judgment should repeat as closely as possible what you requested in your Petition, unless the other party has provided written consent to any changes. If you want to change your requests to the court, you must file an amended Petition. It is a good idea to have your petition handy when you follow the instructions to fill out the Judgment.
3. Fill in the caption as you have previously have done. Include your name, address, phone number, whether you are representing yourself, the name of the Petitioner and the Respondent, the case number. Then check the box to describe the type things you want in addition to paternity: custody, parenting time ("visitation"), support. Check all the boxes that apply. Then if your child(ren) were born in Arizona and you want the father's name to be added and/or the child's last name to be changed on the birth certificate, check the box marked "vital records."

#### SECTION: THE COURT FINDS:

1. This states that the Court has all information necessary to enter a Judgment and Order.
2. This states that this Court is able to make the Orders relating to you and the other party.
3. This states that the Court will make only those Orders that are legally proper under the circumstances of your case.
4. Print or type the full name of the Petitioner and the Respondent in the spaces provided, then put the name of the children for whom paternity was established, their dates of birth, and social security numbers.

#### 5. PARENT INFORMATION PROGRAM:

- A. Check the box to say whether you have or have not attended the parent information program class.
- B. Check the box to say whether the other party has or has not attended the parent information program

class.

6. **DEVIATION FROM CHILD SUPPORT:** Leave this section blank
7. **PHYSICAL CUSTODY ADJUSTMENT:** Leave this section blank
8. **CUSTODY OF THE MINOR CHILDREN:** If both parties are fighting about custody or you have requested joint custody, write in with custody is in the best interests of the children.
9. **SUPERVISED OR NO PARENTING TIME.** If you are asking for supervised or no parenting time for the other party, you must have a very good reason. Check the boxes that apply and write that reason in here.
10. **DOMESTIC VIOLENCE.** Check the box if it applies to you. Then write in why joint custody is still in the best interests of the children.
11. **DRUG CONVICTION WITHIN THE LAST TWELVE MONTHS.** Check this box if it applies to you.

## SECTION: THE COURT ORDERS:

1. **PATERNITY.** Print or type the full name of the father of the child.
2. **BIRTH CERTIFICATE.** Mark this box if you want father's name to appear on the birth certificate.
3. **CHILD's LAST NAME:** Mark this box if you want to legally change the children's last name to the father's last name and put in the new last name.
4. **CHILD CUSTODY: MARK THE BOX FOR EITHER SOLE OR JOINT CUSTODY.** The custody box you mark should be the same as you did in your Petition for Paternity, unless you and the other parent have signed a Joint Custody agreement, which will be attached to the Order.
  - 1) For sole custody of the child(ren), mark who is to have sole custody. Then mark only one of the three types of parenting time: reasonable, supervised, or no parenting time. If parenting time is supervised, write in the restrictions on parenting time, mark who will be paying for costs of supervision and who will be doing the supervising. Be sure to attach the Parenting Plan.
  - 2) If you are requesting Joint Custody, you should not have marked the first box, but should mark the Joint Custody box only. Remember, you will have to attach a copy of Joint Custody Agreement and Parenting Plan signed by both parents, which AGREEMENT must be approved by the court at the hearing if you desire Joint Custody. The Plan will be included as part of the Court Order relating to the Paternity action.
5. **CHILD SUPPORT:** Mark first who is to pay the child support and then who the support is to be paid to. **If there is a previous child support Order still in effect FROM A COURT IN ANOTHER STATE OR COUNTY, DO NOT MARK THIS BOX.** If costs for past child support and care are to be paid, enter the total amount, who will pay them, and the amount of each payment.
6. **MEDICAL, DENTAL, VISION CARE INSURANCE:** Mark who will be responsible for medical, dental, and vision care insurance, based on the request made in your Petition for Paternity or the Agreement of the parties. Also mark the box indicating who will pay for past medical expenses.

7. **OTHER COSTS.** Mark first who is to be awarded money, total amount owed, and then who should pay the money for the cost related to the birth of the children. Be prepared to tell the Judge what amount is fair and allow the Judge to enter the appropriate amount.
8. **FINANCIAL INFORMATION:** Both parents must exchange financial information every 2 years.
9. **LIMITATION ON JURISDICTION:** This indicates that the Court only has jurisdiction to Order a party to make payments if that party has been personally served. This means that if you served your spouse by Publication, you may not be able to get child support, health insurance or reimbursement for medical and other expenses related to the child's birth unless you find and serve the other party. You will probably be able to get the paternity, custody, and parenting time orders without personal service. Check the box if you served the other party by publication.
10. **OTHER MATTERS:** If there are other things you have asked for in the Petition that have not already been covered in the Judgment and Order, list them here. Be specific and be sure you use the same, or similar language to that used in your Paternity Petition.

**JUDGE'S SIGNATURE, AND COPY FOR OTHER PARTY:** You do not have a valid court order until the judge signs and dates the original order, which will occur at or after the default hearing, at the trial on the case, or after you file the consent paperwork and the judgment and order. If the other party does not have a copy, mail a copy of the signed and dated order to him or her.